



Policy	EYFS Supervision Policy
Approved	February 2026
Approved By	Jane Hyde
Date for revision	February 2027
Reviewed By	Jane Hyde

EYFS Supervision of Children: First Lovelets Policy **September 2024**

Introduction

The First Love Church believes that, in accordance with Biblical teachings, individuals of all ages have a value and dignity that comes directly from the creation of male and female in the likeness of God. Amongst other things, this implies a duty to value all people as bearing the image of God and, in turn, to protect them from harm. As an organisation, we aim to provide a safe and secure environment which nurtures the developing child and ensures that they are protected from all forms of emotional, physical, spiritual and sexual abuse. We are committed to maintaining the highest possible standards of integrity and openness. All First Love Church staff, volunteers and representatives are obliged to conduct themselves in keeping with these high standards.

Principles

We are committed to ensuring:

- the safeguarding, nurture and respectful pastoral care of all children
- the establishment of safe and caring communities in which there is informed vigilance as to the signs and dangers of abuse
- the careful selection and training of those who hold positions of responsibility within the children's church, in accordance with Safer Recruitment principles (including the use of criminal record disclosures and registration with the relevant vetting and barring schemes)
- immediate response to any complaints which suggest that a child may have been harmed, and co-operating with police and local authorities in any investigative work
- working with the victims and parents/guardians of any child who has suffered abuse, developing with them an appropriate ministry of informed pastoral care and referral to the proper authorities
- challenging any abuse of power, especially by those in a position of trust

In all areas of the principles stated above, we will follow legislation, guidance and recognised good practice.

Legal Framework

This policy has been composed in accordance with guidance issues by the Charity Commission in England and Wales with regards to:

Guidance for Safer Working practice for Adults who work with Children and Young People in Education (2019)

Working Together To Safeguard Children (2018; updated 2019)

Information Sharing: Advice for practitioners providing safeguarding services to children, young people and carers (2018)

What to do if you're worried a child is being abused: advice for practitioners (2015)

Listening to and involving children and young people (2014)

Safeguarding Code of Conduct

The following Code of Conduct applies to all staff, volunteers and representatives of the First Love Church UK and is relevant to the safeguarding of all church members.

Do:

- Treat everyone with dignity and respect
- Set an example for others to follow
- Treat people equally
- Respect personal privacy
- Challenge unacceptable behaviour
- Recognise that special caution is required when discussing sensitive issues
- Keep in mind how actions can be represented or misrepresented, however well-intentioned
- Allow people to air their concerns and listen
- Report incidents of bullying or abuse to the Designated Safeguarding Lead
- Take allegations or concerns about safeguarding seriously and refer them to the Designated Safeguarding Lead
- Ask for training or more information about safeguarding, if required
- Promote awareness of our Safeguarding Policy

Do Not:

- Have inappropriate physical or verbal contact with others
- Exhibit inappropriate behaviour or language
- Exaggerate or trivialise safeguarding issues
- Jump to conclusions about any issue without checking facts, or make any assumption based on age, ability or appearance

We believe that good safeguarding practice means that all people are treated with respect and dignity. Those who act on behalf of the First Love Church UK should not meet or work alone with a child in any location where the activity cannot be seen and parents or guardians have not been informed.

The church premises will be assessed for safety for children and the risk assessment report will be given annually to the Church Council in written form. The Church Council will consider the extent to which the premises and equipment are suitable, or should be made more suitable.

Any church-organised transportation of children will be checked to ensure vehicles are suitable and insured, and that drivers and escorts are appropriate.

Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

Lovelet Staff/Child Ratios

The ratio and qualification requirements below apply to the total number of staff available to work directly with children.

For all children between ages 0 and 5, there is an allocation of at least **two staff per five children**.

The leading Lovelet teacher of the session must accurately record the arrival and departure of all children on the register for the day.

Headcounts must be undertaken regularly, including:

- every time the group moves between areas
- when bathroom routines are taking place
- at the beginning and end of sessions

The supervision of the children and deployment of practitioners should ensure the wellbeing of the children at all times, including prior to their collection by parents after services. Care should be taken when children are using large apparatus – for example, walking down the stairs.

There must be someone on the premises with a 12-hour paediatric first-aid certificate and an appointed lead practitioner who deals with child protection.

There must be a written document providing the details of the childcare, the activities provided and the hours of operation.

There must always be at least **two adults** present even with small groups.

Risk Assessments

Lovelets staff must ensure that they take all reasonable steps to ensure the children in their care are not exposed to risks. There should be written risk assessments in relation to specific issues to inform staff practice and these should demonstrate how risk is managed. **It should be noted that all members of the Lovelets Church require permission from a parent or guardian to attend services.**

Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

Staff must accurately record the arrival and departure of all children on the daily register. Headcounts must be undertaken regularly and the frequency of these must meet the individual needs of the provision, for example:

- if a child arrives at or leaves the service late
- if a child is collected early by a parent or guardian
- the group move between inside and outside
- when bathroom routines are taking place

Medical Records/Accident Forms

- Medical records will be kept of all treatment given. Similarly, all accidents will be recorded on an accident report form. Accident Report Forms are kept by the pastor-in-charge.
- Lovelet teachers on duty will inform parents or guardians of any significant accident or injury sustained by the child and any treatment given on the same day or as soon as reasonably practicable after the event. This will be by way of a slip of paper and will be passed onto the relevant adult upon collection of their child.
- All accidents involving staff must be recorded in the Accident Book.
- In the event of more serious accidents, both the emergency services and parents or guardians will be contacted

Reporting Safeguarding Concerns

We ensure that everyone in the organisation understands and know how to raise safeguarding concerns. Concerns and allegations can be justified by any of the following:

- the reporting individual's own observations
- being told by another person that they have concerns about a staff member, volunteer or representative
- an admission by a staff member, volunteer or representative
- a report from a person of concern

Concerns and allegations are handled through the method of Initial Fact-Finding:

1. Stay calm
2. Listen carefully
3. Allow the reporting individual to speak at their own pace
4. Make the individual aware that you will have to share the information disclosed, and with whom (e.g.: the Designated Safeguarding Lead)
5. Ask questions for clarification only and avoid leading questions
6. Record the conversation in writing as accurately as possible
7. Reassure the reporting individual that they have done the right thing in telling you
8. Ensure the record of the conversation is signed and dated
9. Send the record to the Designated Safeguarding Lead within 24 hours. In the event that the concern reported is about the DSL, the record must be sent to the head of the Church Council

Further Action:

The DSL must make a written record of the incident as soon as possible after the event.

Records must contain the following information:

Name/s

Date/s of birth

Address of beneficiary, staff member, volunteer or representative

Nature of concern

Description of any injuries

A copy of the initial report sent to the DSL

This record must be kept secure and confidential, as well as only being accessible to the DSL and others responsible for safeguarding. If the allegation has been made by or on behalf of a child, the DSL must refer the concern to the Local Authority Childrens

Social Care Services and/or the police within 24 hours of recovering the report. Local Authority contact details are contained within this policy.

Records

All personal information that is collected in the course of working with beneficiaries, staff members, volunteers or representatives should be treated as confidential. All records will be securely kept.

The DSL will have authority to determine who can access any particular records unless the person of concern is the DSL, in which case the Trustee Safeguarding Lead will be authorised to have access to records.

Records will only be kept as is necessary and in accordance with our Data Protection Policy.

Relevant Contacts

Nominated Child Protection Lead

Name: Christiana Idowu
Phone: 07712732095

Deputy Child Protection Lead(s)

Name: Faith Samako
Phone: 07853642731

The Designated Safeguarding Lead (DSL) for First Love Church UK is Joshua Okorom. The DSL is contactable by telephone on 07808299350 or email (firstlovechurch.uk@outlook.com).

The Deputy Safeguarding Lead for First Love Church is Aggie Botchey. The Deputy Safeguarding Lead may be reached by telephone on 07712557678 or email aggie.botchey@gmail.com.

In cases of conflict of interest, the Trustee Safeguarding Lead (TSL) for First Love Church UK is Ore Adeyemi. The TSL is contactable by telephone on 0798835 6109.

NSPCC Helpline
0808 800 5000

Southwark Council Safeguarding Contacts

In an emergency please dial 999. Otherwise you can contact the Child Protection Team: Monday to Friday (9am to 5pm) on 020 7525 3297.